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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Administration of Travel and Transportation

REFERENCE : a. Memorandum for the Deputy Director (Administration) from the Chief of Logistics, subject: "Administration of Travel and Transportation" dated 10 September 1954.

b. Memorandum for the Assistant Director for Personnel from the Deputy Director (Administration) subject: "Administration of Travel and Transportation" dated 30 September 1954 (This reference forwarded to the Deputy Director (Administration) as an enclosure to reference "a" above).

Memorandum for the Deputy Director (Administration) from the Assistant Director for Personnel, subject: "Administration of Travel and Transportation" dated 21 October 1954.

d. Transmittal Slip from Special Assistant, DD/A to Chief of Logistics dated 6 December 1954.

1. Reference "a" is my memorandum requesting that reference "b" be approved and forwarded.

2. Reference "b" is your memorandum to the Assistant Director for Personnel requesting that his office make certain travel and transportation information available to the Logistics Office in order that both offices would be better able to discharge their responsibilities as they pertain to the administration of travel and transportation.

3. Reference "c" is the reply received from the Assistant Director for Personnel to reference "b". This reply indicates that the information requested in reference "b" is currently being reported to the Office of the Comptroller. The memorandum further suggests that the Office of the Comptroller be requested to furnish the desired information to the Chief of Logistics.

4. Reference "d" is your suggestion that Logistics and Personnel work out an agreement satisfactory to and concurred in by both offices.

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5. Informal contact with personnel of the Office of the Comptroller substantiates the fact that reports relative to travel and transportation are submitted to that office as stated in reference "c". However, the reports submitted are of individual travel and transportation transactions and are not consolidated, periodic reports.

6. In accordance with reference "d" above, interested personnel of this office and the Office of Personnel have met and have worked out a compromise arrangement satisfactory to both offices.

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JAMES A. GARRISON  
Chief of Logistics

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